

# Electronic Communications Policy



## Help for non-English speakers

If you need help to understand the information in this policy please contact Hamlyn Views School on (03)521 55700

## 1. PURPOSE

To utilise a range of electronic media platforms to provide effective and responsible communication with Parents/Carers about their child, and inform the whole school community about our curriculum programs, current activities, policies and procedures.

## 2. AIMS

### SeeSaw

- a. To use the Seesaw App as an electronic diary with Parents/Carers.
- b. To create a safe place where students and teachers can document learning using Seesaw.
- c. To use Seesaw to provide information to parents about current school and classroom events, including news items and community updates.

### Facebook

- a. To use Facebook to share school and student highlights with the school community.
- b. To communicate and promote current school events and other relevant information.

### Website

- a. To use the school website to provide current information about whole school events or classroom activities, key policies and procedures and other relevant information about our teaching and learning practices.

## 3. IMPLEMENTATION

### SeeSaw

- a. Teachers will communicate with Parents/Carers at least 3 times per week, with one entry of pictures.

- b. Specialist Teachers will share learning content and/or pictures at least twice per term.
- c. Parents/Carers can access various activities, photos, videos, private messages or whole class journal entries.
- d. SeeSaw will be used as a positive form of communication about the students' school experience. If there are pressing or urgent matters to address then a call will be made to Parents/Carers as soon as practicably possible. *Where parents/carers need to contact the school urgently, for example with changes to **bus travel, or medication**, they are required to **contact the office by phone**.*
- e. All teachers will take reasonable steps to ensure appropriate supervision when students are using Seesaw in the classroom.
- f. Student accounts will be set up each year and QR access codes provided to parents/carers.
- g. Personal information will be used only for the benefit of learning within our school.
- h. Administration staff will distribute a newsletter via SeeSaw.
- i. Where appropriate voice recordings will be provided along with written communications.

#### **Facebook**

- a. Key staff will have access to the school Facebook Page to upload positive news stories and information about school events and activities.
- b. Only students with parental permission will have their images uploaded onto the school Facebook Page.

#### **Website**

- a. The school website will be administered by a designated Administration Officer with oversight by the Principal Class Team.
- b. Information, policies and procedures will be updated on a regular basis to ensure content remains current and relevant.
- c. The latest newsletter will be uploaded to the website.
- d. Only students with parental permission will have their images uploaded onto the school website.

All communication media platforms will be used only for lawful purposes, implemented in line with the Hamlyn Views School 'Digital and Online Learning (Internet) Policy and Acceptable Use Policy' Policy guidelines and DET Policy frameworks.

#### **4. PRIVACY**

- a. Only teachers or school administrators will create a class on Seesaw.
- b. Only relevant staff members, parents and or family members with appropriate permissions should upload, view, comment on and share work.
- c. Teachers will only invite parents, guardians and other trusted adults to view student's journals.
- d. Parents/Carers will only be able to view their child's journal and information.
- e. Parents/ Carers are expected to respect the privacy of other students in their child's class and *refrain from sharing photos from SeeSaw on social media if the images contain children that are not their own.*

#### 4. PROHIBITED ACTIVITIES

- a. Any activity that violates any applicable laws, regulations, ordinances or directives.
- b. Use of personal information about other users, including students, without consent or as forbidden by applicable law or regulation.
- c. Any manner deemed inappropriate for the classroom or violates school policies.
- d. Any information that lies or is misleading in nature.
- e. The distribution of unsolicited or unauthorized communications, promotions, advertisements.
- f. Threatening, abusive, harassing, defamatory, obscene, profane or invasive of another person's privacy to anyone of the school community.
- g. Interferences with the proper functioning of software, hardware, or equipment.

#### 5. REFERENCES

<https://web.seesaw.me/privacy-policy/>

- a. Seesaw is protected by copyright, trademark, and other intellectual property laws.
- b. Seesaw uses industry best practices to collect, store and transmit your data securely.
- c. Students and Hamlyn Views School own all the student data added to Seesaw
- d. Data collected by Seesaw will be under the direct control, maintenance and management of the school.
- e. You grant seesaw the right to use, publish, transmit, display, copy, process, adapt, modify and distribute your content.

#### 6. EVALUATION

<b>Policy last reviewed</b>	June, 2021
<b>Approved by</b>	Principal
<b>Next scheduled review date</b>	2023 - this policy has a review cycle of 1 - 2 years